

## Person Specification for CCC Caretaker (part-time)

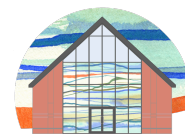
52 hours per month (to be worked as required by the usage of the building) on average 12 hours a week.

Selection criteria	Essential	Desirable	Evidence	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Looking after and maintaining a building</li> <li>• Use of cleaning and maintenance equipment</li> <li>• Following health and safety guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of maintaining a public building</li> </ul>	All Application Form Interview Reference	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic general education – literate and numerate</li> </ul>	<ul style="list-style-type: none"> <li>• Ladders and manual handling training</li> <li>• Food hygiene</li> </ul>		

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake a range of handy-person duties e.g decorating, repairs to fittings and small scale improvements such as fitting shelves or noticeboards</li> <li>• Ability to work alone showing good self motivation</li> <li>• Ability to communicate effectively ( both orally and in writing) to a reasonable standard</li> <li>• IT literate – knowledge of using email and what’s app and able to understand how to use the tech at church</li> <li>• Ability to deal with emergencies and problems in a positive systematic manner</li> <li>• Having a willingness to attend relevant training as and when required</li> <li>• Ability to undertake safe working procedures with regards to chemicals and equipment</li> <li>• Basic familiarity with safeguarding requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of gardening and / or grounds maintenance skills</li> <li>• Ability to carry out premises inspections and risk assessments</li> <li>• An understanding of Health and Safety regulations and procedures</li> <li>• Knowledge of specific premises issues e.g heating systems and security</li> </ul>		
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<b>Interpersonal / communication skills</b>	<ul style="list-style-type: none"> <li>• Commitment to the church ethos in relation to community use of the building</li> <li>• Ability to build positive relationships with church members, user groups and contractors</li> <li>• Able to deal with sensitive situations</li> <li>• Able to communicate and work well with others</li> <li>• Caring and enthusiastic</li> <li>• Friendly and welcoming</li> <li>• Able to respond flexibly to changing situations</li> <li>• Aware of confidentiality at all times</li> </ul>			
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Appointment of the successful candidate will be subject to satisfactory references and a satisfactory enhanced DBS check.



**Chorlton Central Church**